

**DEPARTMENT OF JUVENILE JUSTICE
DIVISION OF PROGRAM SERVICES**

**1025 Capital Center Drive
Frankfort, Kentucky 40601-2638
(502) 573-2738**

**INSPECTION INSTRUMENT
FOR
JUVENILE DETENTION**

Facility Name: **Jefferson County Youth Center**

Address: 8th Street and West Jefferson Phone: (502)574-6193
City, State, Zip: Louisville, KY 40223

Type of Facility: **Secure** Person in Charge: Clarence Williams, Director of JCYC

Date of Inspection: 11/30/11 Inspectors: Dena Burton, Mary Presley DJJ IPA

Inspector's Signature: *Dena Burton* Date of Report: 12/19/11

DOCUMENTATION CODE KEY

Compliance:

Partial Compliance:

Noncompliance:

W – Written Document

S - Site Confirmation

Administration, Organization and Management

1. The Administrator shall develop a written statement that describes the philosophy, goals or purposes of the facility, which shall be reviewed at least annually and updated if necessary.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Documented in SOP 1.1

2. The facility shall adopt and enforce written policies and procedures which provide for regular meetings and case conferences between the staff the Department of Juvenile Justice and social service agencies, the court, the local law enforcement agency and the detention facility staff to develop and maintain sound interagency policies and procedures.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Documented in SOP 1.4 and in Annual Report 2010

3. The facility provide for a communications system that requires, at a minimum, that the facility administrator meet at least monthly with all department heads and that all department heads meet monthly with their key staff members.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed current documents for Sept, 2011.

4. The facility shall provide for a daily population report on every juvenile in detention, including the date admitted, accumulated days of stay, county of origin and offense for which the juvenile is charged.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed SOP 1.7 and the population report for 11/29/11; 53 males, 4 females.

Juvenile Detention Inspection

5. The facility shall have a policy manual that specifically describes its purpose, program and services offered, which is reviewed at least annually and updated if necessary.

Substantial Compliance:

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Written

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Sight

NOTES: Policy Manual well organized. Documented in SOP 1.1.

6. There shall be an organizational chart for the facility staff that accurately reflects the structure of authority, responsibility and accountability within the facility.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed current organizational chart.

7. Facility staff shall maintain a daily report of juvenile population movement.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 1.7, shift reports and Master File.

505 KAR 2:030. PERSONNEL

8. The facility shall adopt and enforce written policies and procedures which require that a criminal record check be conducted on new employees.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 3.1 F.

9. Require that a copy of all personnel policies and administrative regulations is made available to all employees. Each employee shall sign a statement acknowledging receipt of the personnel policies and administrative regulations and his or her responsibility for being aware of their contents.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 3.1 G

10. There shall be a written grievance procedure for employees, which is available to them and which has been approved by the parent agency. (14Ky.R.332; eff. 10/02/97)

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 3.4 B-G, 1.8 H

11. Resident data shall be kept and transmitted to the Department of Juvenile Justice in a prescribed manner as identified by the Department of Juvenile Justice. This data shall include but not be limited to:
- (a) Admissions and releases;
 - (b) Special incident reporting forms

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Records reviewed and intake data is in substantial compliance.

505 KAR 2:040. JUVENILE RECORDS

12. Written policy and procedure shall govern record management and include but are not limited to the establishment, utilization, content, privacy, security and preservation of records, and a schedule for the retirement or destruction of inactive case records. These policies and procedures shall be reviewed annually.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 7.2.

13. An admittance form shall be completed for every juvenile admitted to the facility and contain at least the following information:
- (a) Court case number, if any, and detention facility admission number;
 - (b) Date and time of admission and release;

Juvenile Detention Inspection

- (c) Name and nicknames;
- (d) Last known address;
- (e) Legal status (authority for detention);
- (f) Name of attorney, if any;
- (g) Name, title and signature of delivering officer;
- (h) Specific charges;
- (i) Sex;
- (j) Date of birth;
- (k) Place of birth;
- (l) Race or nationality;
- (m) Education and school attended;
- (n) Employment, if any;
- (o) Religion;
- (p) Health status;
- (q) Medical consent forms;
- (r) Name, relationship, address and phone number of the parent, guardian, or person juvenile resides with at time of admission;
- (s) Driver's license number, Social Security number and Medicaid number if applicable;
- (t) Date of petition;
- (u) Court and disposition, if any;
- (v) Space for remarks (to include notation of any open wounds or sores requiring treatment, evidence of disease or body vermin, or tattoos);
- (w) Person recording data;
- (x) Inventory of property; and
- (y) Emergency contact.
- (z) Suicide assessment

Substantial Compliance:

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Written

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Sight

NOTES: A review of individual client record binders indicated data is in substantial compliance. Data is added and updated over length of stay. Reviewed files dated 2/15/11; 6/23/11; and 11/15/11.

14. A record shall be maintained on each juvenile and includes, at a minimum, the following information.

- (a) Initial intake information form;
- (b) Documented legal authority to accept juvenile;
- (c) Information on referral source;
- (d) Record of court appearances;
- (e) Signed release of information forms;
- (f) A record of cash and valuables held;

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- (g) Notations of temporary absences from the facility, if any;
- (h) Visitor's names and dates of visits, if any;
- (i) A record of telephone calls, if any;
- (j) Probation officer or caseworker assigned;
- (k) Progress reports on program involvement;
- (l) Program rules and disciplinary policy signed by juvenile;
- (m) Grievance and disciplinary record, if any;
- (n) Referrals to other agencies, if any; and
- (o) Final discharge or transfer report.

Substantial Compliance:

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Written

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Sight

NOTE: Youth file had various amounts of data depending on length of stay. Data is kept in substantial compliance.

15. The facility shall maintain a single master file identifying all juveniles detained in the facility.

Substantial Compliance:

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Written

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Sight

NOTE: Master file documentation was reviewed for 11/29/11 and was found to be in substantial compliance.

16. The facility shall maintain a system that identifies all juveniles in custody and their actual physical locations.

Substantial Compliance:

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Written

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Sight

NOTE: Reviewed SOP 1.7 which documents policy and procedure of youth movement and head counts. Reviewed current logs and shift reports.

17. Written policy and procedure shall provide that records are safeguarded from unauthorized and improper disclosure. Manual records shall be marked confidential and kept in locked files that shall be also marked confidential. Written policy and procedure shall provide that when any part of the information system is computerized, security ensures confidentiality.

Substantial Compliance:

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Written

Sight

NOTES: Reviewed SOP 7.2 and inspected the filing system in current use. File cabinet marked "Confidential" was unsecured.

505 KAR 2:050. SAFETY AND EMERGENCY PROCEDURE

18. The facility shall file documentation with the Department of Juvenile Justice that the facility complies with applicable fire safety codes. A fire alarm and automatic detection system shall be required as approved by the Department of Juvenile Justice, or there shall be a plan for addressing these or other deficiencies within a reasonable time period. The Department of Juvenile Justice may approve any variances, exceptions, or equivalencies that do not constitute a serious life safety threat to the occupants of the facility.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed supporting documentation of fire and safety related inspections:

Range hood:	Koosen	08/22/11
Extinguishers:	Koosen	06/30/11
Sprinklers:	Koosen	06/30/11
Alarms:	IDS Security & Aaron Elec.	07/22/11
Generator:	Nixon	02/20/11
Fire Inspections:	Roy Craven	10/24/11
Sanitation :	Industrial Disp Co.	07/01/11
Pest Control:	Integrated Pest	10/03/11

19. The facility shall comply with applicable federal, state and local sanitation, safety and health codes.

Substantial Compliance:

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Written

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Sight

NOTES: Review of SOP 8.1 & 8.5 and supporting documentation indicated substantial compliance.

20. Written policy and procedure shall provide for a local fire and safety officer to perform a comprehensive and thorough monthly inspection of the facility for compliance with safety and fire prevention standards and for an annual review of this policy and procedure. There shall be a weekly fire and safety inspection of the facility by a qualified departmental staff member.

Substantial Compliance:

Juvenile Detention Inspection

☒ Written ☐ Sight

NOTES: Reviewed documents dated Jan-Oct. 2011. All appear to be in substantial compliance.

21. Specification for the selection and approval of facility furnishings shall indicate the fire safety performance requirements of the materials selected. Such materials shall be subjected to careful fire safety evaluation before purchase of use. Neoprene or cotton mattresses treated with boric acid are recommended. Polyurethane shall not be used in any living area.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 8.1B related to fire and safety.

22. The facility shall have a written plan for evacuation in the event of fire or major emergency. The Department of Juvenile Justice shall approve this plan. The plan shall be reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following:

- (a) Location of building/floor plans;
- (b) Use of exit signs and directional arrows for traffic flow;
- (c) Location of publicly posted plans;
- (d) At least quarterly drills on all shifts in all institution locations; and
- (e) Staff drills when it is impossible to evacuate extremely dangerous juveniles.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Review of SOP 8.0 indicates substantial compliance. Reviewed drill schedule for 2011.

23. Written policy and procedure shall specify the means for the prompt release of juveniles from locked areas in case of emergency, and provide for a secondary release system.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Review of SOP 9.2 indicates substantial compliance.

24. All facility personnel shall be trained in the implementation of written emergency plans.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed training documents dated Jan.-Sept. 2011 and all appear to be in substantial compliance. SOP 9.0.

25. Written policy and procedure shall govern the control and use of all flammable, toxic and caustic materials. (14Ky.R.334; eff. 10/02/87)

Substantial Compliance:

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Written

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Sight

NOTES: Review of SOP 8.4 indicates substantial compliance.

505 KAR 2:060 SECURITY AND CONTROL.

26. There shall be a manual containing the facility's policies and procedures for security and control, which shall include detailed instructions for implementing these procedures; the manual shall be made available to all personnel and shall be reviewed annually and updated as necessary.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 10.0 and current version of Security & Control Manual.

27. The facility shall maintain a control center.

Substantial Compliance:

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Written

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Sight

NOTES: Inspected the facility control center on walk through.

28. There shall be a minimum of two (2) youth care workers on duty at all times in the facility, one of whom is female when females are housed in the facility and one of whom is male when males are housed in the facility. The general staffing ratio shall be one youth care worker to every twelve residents during waking hours.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed SOP 14.1 B-G and post orders; staffing patterns/schedules 2011.

29. The facility shall adopt written policy and procedure which governs the availability, control and use of chemical agents and related security devices. Chemical agents and related security devices shall be used only at the direction of the facility administrator or designee. A written report shall be prepared following all use of force and shall be submitted to the facility administrator. These reports shall be kept in a file, labeled as such and maintained for review by The Department of Juvenile Justice.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Facility SOP cites ACA 3A-26 forbidding use of chemical agents.

30. The facility shall have a system to physically count juveniles that includes strict accountability for juveniles assigned to work and educational release, furloughs and other approved, temporary absences.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed SOP 1.7. Inspected shift reports, permanent logs, Master File.

31. The facility shall adopt and enforce written policies and procedures which require that supervisory staff maintain a permanent log and prepare shift reports that record routine and emergency situations;

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed SOP 14.1. Inspected records dated 2011.

33. Provide for weekly inspection and maintenance of security devices and corrective action is initiated when necessary.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 10.7 and 10.7.B, inventory, and storage area of mechanical restraints.

34. Require that line supervisory staff inspect every area of the facility daily and submit a written report to an administrative official for review whenever deficiencies are noted.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 8.1 and inspected documentation on pod schedule.

35. Provide that the facility maintains a written record of routine and emergency distribution and use of restraint equipment.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 10.7 and inventory of mechanical restraints.

36. Limit the use of physical force to instances of self-protection, protection of the juveniles or others, prevention of property damage, prevention of escapes and in accordance with appropriate statutory authority. In no event shall physical force be justifiable as punishment. A written report shall be prepared following all uses of force and shall be submitted to the facility administrator.

Substantial Compliance:

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Written

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Sight

Juvenile Detention Inspection

NOTES: Reviewed SOP 10.7 and Incident Reports listed in Annual Report 2011.

37. The policy regarding searches for the control of contraband shall be published, made available to staff and juveniles, reviewed at least annually and updated if necessary.

Partial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 10.6 and Youth Orientation Handbook.

38. All special incidents, including, but not limited to, the taking of hostages, use of restraint equipment or the use of physical force shall be reported in writing, dated and signed by the staff person reporting the incident; the report shall be placed in the juvenile's case record and reviewed by the facility administrator and/or the parent agency.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 9.0 and Emergency Plans documentation.

39. There shall be written operational shift assignments or post orders that state the duties and responsibilities for each assigned position in the facility; these shift assignments shall be reviewed at least annually and updated if necessary.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 14.1.B – D.

40. There shall be written procedures for handling escapes, runaways and unauthorized absences; these shall be reviewed at least annually and updated as necessary.

Substantial Compliance:

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Juvenile Detention Inspection

Written

Sight

NOTES: Reviewed SOP 10.3.I.

41. The facility shall adopt written plans, which govern space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the juvenile detention facility; these plans shall be reviewed annually and updated if necessary.

Compliance:

Written

Sight

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NOTES: Inspected plans for group arrests SOP 12.1.H.

42. A visual inspection, strip search, or body cavity search shall not be conducted unless there is reasonable belief that a juvenile is carrying contraband or other prohibited material.

Substantial Compliance:

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Written

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Sight

NOTE: Reviewed SOP 10.6.13

505 KAR 2:070. FOOD SERVICES

43. There shall be documentation that the facility's system of dietary allowance is reviewed at least annually by a dietician or physician to ensure compliance with nationally recommended food allowances.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 15.1 and inspected menus.

44. Menu evaluations shall be conducted at least quarterly by facility food service supervisory staff to verify adherence to the nationally recommended basic daily servings.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 15.1, documentation, and dietary records.

45. Require that at least three (3) meals, of which two (2) are hot meals, are provided at regular meal times during each twenty-four (24) hour period, with no more than fourteen (14) hours between the evening meal and breakfast. Provided basic nutritional goals are met, variations may be allowed based on weekend and holiday food service demands.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 15.1, and inspected food service menus.

46. Require that accurate records are maintained of all meals served.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 1.1 and supporting documentation.

47. Daily checks of refrigerator and water temperatures by administrative, medical or dietary personnel.

Substantial Compliance:

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Written

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Sight

NOTES: Checked temperature logs in the dietary section and medical section.

48. A staff member, experienced in food service management, shall supervise food service operations.

Substantial Compliance:

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Juvenile Detention Inspection

Written

Sight

NOTES: Food Service is run by a contractor in this facility.

49. The food services comply with the applicable sanitation and health codes as promulgated by federal, state and local authorities.

Substantial Compliance:

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Written

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Sight

NOTES: SOP 8.1. Inspected certificate issued by Health Department expires 12/31/11.

505 KAR 2:080. SANITATION AND HYGIENE

50. The facility shall comply with applicable federal, state and local sanitation and health codes.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 8.1

51. The facility shall adopt and enforce written policies and procedures which:
- (a) Require weekly sanitation inspections of all facility areas;
 - (b) Provide for the control of vermin and pests;
 - (c) Provide for waste disposal.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 8.1. Inspected facility for cleanliness.

52. Require that articles necessary for maintaining proper personal hygiene shall be provided to all juveniles.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 12.2 and individual client records.

53. Provide for the issue of suitable clean bedding and linens, to include two (2) sheets, pillow and pillowcase, one (1) mattress and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange at least weekly or more often when health reasons dictate.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 12.2

54. Provide an approved shower schedule that allows daily showers after strenuous exercise.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed 14.1 and supporting documentation.

55. There shall be a written housekeeping plan for the facility's physical plant.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 8.5 housekeeping plan and documentation of maintenance.

56. Youth shall have three (3) complete sets of clean clothing, towels and wash cloths per week.

Substantial Compliance:

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Written

Sight

NOTES: Reviewed SOP 12.2

505 KAR 2:090. JUVENILE RIGHTS

57. The facility shall adopt and enforce written policies and procedures which provide that supervision and control of juveniles shall be exercised by staff.

Substantial Compliance:

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Written

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Sight

58. Grant juveniles access to recreational opportunities and equipment, including outdoor exercise when the climate permits.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed recreation schedule, gym facilities and outdoor recreation.

59. Grant juveniles the right to receive visits, subject only to the imitations necessary to maintain order and security.

Substantial Compliance:

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Written

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Sight

NOTES: Inspected visitation area and reviewed SOP 11.3 for visitation.

60. There shall be a written grievance procedure, which shall be explained and made available to juveniles, and allows for at least one (1) level of appeal.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 1.8 and Resident Handbook

505 KAR 2:100. TRAINING AND STAFF DEVELOPMENT.

61. Provide that all new full-time employees, who have child care responsibilities, shall receive forty (40) hours of orientation/training before being independently assigned to a particular job.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 5.2.III.A and mandatory training records updates.

62. Provide that all new child care/supervision staff receive an additional forty (40) hours of training during their first year of employment and forty (40) hours of training each subsequent year of employment. At a minimum, this training covers the following areas:
1. Security procedures;
 2. Supervision of juveniles;
 3. Use of force regulations;
 4. Report Writing;
 5. Juvenile rules and regulations;
 6. Rights and responsibilities of juveniles;
 7. Fire and emergency procedures;
 8. Key control;
 9. Interpersonal relations;
 10. Social/cultural lifestyles of the juvenile population;
 11. Child growth and development;
 12. Communication skills;
 13. First aid; and
 14. Cardiopulmonary resuscitation.
 15. Suicide Precautions and Behavioral Management Techniques.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 5.2.III.A and mandatory training records updates.

63. Provide that all administrative and managerial staff, except elected jailers, receives forty (40) hours of training during their first year of employment, and forty (40) hours of training each subsequent year of employment. This training covers the following areas, at a minimum:
1. General management and related subjects;
 2. Labor law;
 3. Employee-management relations;
 4. The interaction of elements of the criminal and juvenile justice systems; and

5. Relationships with other service agencies.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 5.2.II.A and supporting documentation.

64. Personnel who work with juveniles confined separately from the total population shall receive specialized training.

NOTES: Reviewed SOP 5.2.II.A and supporting documentation.

Substantial Compliance:

☒ Written ☐ Sight

505 KAR 2:110 MEDICAL AND HEALTH CARE SERVICES

65. Policy and procedure require that medical screening is performed by health-trained staff or qualified health care personnel on all juveniles, including intra system transfers, upon arrival at the facility; all findings shall be recorded on a printed screening form approved by the Justice Cabinet.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed medical files and medical protocol in medical section with RN

66. Provide that juveniles in need of detoxification for chemical impairment shall not be admitted to the facility, but shall be referred for appropriate medical care;

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed and observed medical protocol with RN; SOP 13.8.III.B.

67. Policy and procedures ensure that juveniles shall be informed orally and in writing of the procedures required for gaining access to medical services

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 13.6.III.B and Youth Orientation Handbook

68. Policy and procedures provide child care staff and other personnel are trained to respond to health-related situations within a four (4) minute response time. A training program shall be established by the responsible health authority in cooperation with the facility administrator, which includes the following:
1. Recognition of signs and symptoms, and knowledge of action required in potential emergency situations;
 2. Administration of first aid and cardiopulmonary resuscitation (CPR);
 3. Methods of obtaining assistance;
 4. Signs and symptoms of mental illness, retardation and chemical dependency; and
 5. Procedures for patient transfers to appropriate medical facilities or health care providers.

Substantial Compliance:

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Written

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Sight

NOTES: SOP 13.1.

69. Policy and procedure provide for screening, and referral for care for mentally ill or retarded juveniles. The responsible physician shall have designated in advance specific referral sources.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 13.7.III.D

70. Policy and procedure ensure the administration of medication shall be carried out by persons properly trained and under the supervision of the health authority and facility administrator or designee.

Substantial Compliance:

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Written

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Sight

Juvenile Detention Inspection

NOTES: Medical section supervised by an RN.

71. Policy and procedure ensure the accountability for administering or distributing medications in a timely manner, according to physician orders.

Substantial Compliance:

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Written

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Sight

NOTES: Inspected drug inventories and distribution charts. SOP 13.9.III.C

72. Policy and procedures ensure the active health record shall be maintained separately from the confinement record. Access to the health record shall be controlled by the health authority.

Substantial Compliance:

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Written

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Sight

73. Written health care policy and procedures shall be approved by the responsible physician or medical administrator.

Substantial Compliance:

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Written

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Sight

74. A written agreement shall exist between the facility administration and a nearby hospital for all medical services which cannot be provided within the facility.

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Written

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Sight

NOTES: The facility has no MOA with local medical facility. Kosairs is the local hospital used.

75. Program staff shall be informed of juveniles' special medical problems. When a juvenile is admitted, staff shall be informed of any physical problems that might require medical attention.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 13.7.III.A

76. Policy and procedures ensure juveniles' medical complaints shall be monitored and responded to by medically trained personnel.

Substantial Compliance

☒ Written ☐ Sight

NOTES: Facility maintains a sick call schedule daily. Reviewed SOP 13.7.III.A

77. Policy and procedures ensure sick call for non-emergency medical service, conducted by a physician or other qualified medical personnel, shall be available to each juvenile at least once per week.

Substantial Compliance:

☒ Written ☐ Sight

78. The person administering medications shall:
- (a) Have received training from a responsible physician and the official responsible for the facility.
 - (b) Be accountable for administering medications according to orders;
 - (c) Record the administration of medications in a manner and
 - (d) Written on a form approved by a responsible physician.

Substantial Compliance:

☒ Written ☐ Sight

79. The facility shall have a written policy involving the location of the health record file. The health record file shall contain the following:
- (a) The completed receiving screening form;
 - (b) Health appraisal data forms;
 - (c) All findings, diagnoses, treatments, disposition;
 - (d) Prescribed medications and their administration;
 - (e) Laboratory, x-ray and diagnostic studies;

Juvenile Detention Inspection

- (f) Signature and title of documenter
- (g) Consent and refusal forms;
- (h) Release of information forms;
- (i) Place, date and time of health encounters;
- (j) Health service reports, e.g., dental, mental health and consultations;
- (k) Treatment plan, including nursing care plan;
- (l) Progress reports; and
- (m) Discharge summary of hospitalization and other termination summaries.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed medical charts dated 04.21.11; 10/17/11; and 11/25/11.

80. For juveniles being transferred to other facilities, summaries or copies of the Medical history record shall be forwarded to the receiving facility prior to or at arrival.

Substantial Compliance:

☒ Written ☐ Sight

505 KAR 2:120. RULES AND DISCIPLINE

81. The facility shall adopt written rules of juvenile conduct which specify acts prohibited within the institution and penalties that may be imposed for various degrees of violation; the written rules shall be reviewed annually and updated if necessary.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed Youth Handbook and SOP 14.4

82. A rule book that contains all chargeable offenses, ranges of penalties and disciplinary procedures shall be posted in a conspicuous and accessible area; a copy shall be made available to each juvenile and staff member, and shall be translated into those languages spoken by significant numbers of juveniles. When a literacy or language problem prevents a juvenile from understanding the rulebook, a staff member or translator shall assist the juvenile in understanding the rules.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed Youth Handbook

83. The use of tobacco products shall be prohibited.

Substantial Compliance:

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Written

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Sight

NOTES: Facility references SOP 8.2.III.G

84. Policy and procedures ensure all personnel who deal with juveniles shall receive in-service training so that they shall be thoroughly familiar with the rules of juvenile conduct, the sanctions available, and the rationale for the rules.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 5.2.III.A

85. Each facility shall develop a procedure to ensure the youth's due process for appealing disciplinary procedures.

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 17.1 – 17.5

86. When a juvenile has been charged with a major rule violation requiring confinement status for the safety of the juvenile or other juveniles, or to ensure the security of the facility; the youth may be confined for a period of up to twenty-four (24) hours.

Substantial Compliance:

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Written

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Sight

87. Confinement status for juveniles confined for periods of over twenty-four (24) hours shall be reviewed every twenty-four (24) hours by the administrator or his designee who was not involved in the incident.

Substantial Compliance:

☒ Written ☐ Sight

88. Whenever juveniles are removed from the regular program, they shall be seen by a designated staff member, other than the staff member involved in the removal decision, as soon as possible, but not more than twenty-four (24) hours after removal.

Substantial Compliance:

☒ Written ☐ Sight

89. A log shall be kept stating, who authorized the confinement status, persons visiting the juvenile, the person authorizing release from confinement status, and the time of the release.

Substantial Compliance:

☒ Written ☐ Sight

90. During room restriction staff shall visibly check the juvenile at least every fifteen (15) minutes, depending on his emotional state.

Substantial Compliance:

☒ Written ☐ Sight

91. Juveniles held in confinement status shall be interviewed at least once each day by personnel from administrative, clinical, social work, religious or medical units.

Substantial Compliance:

☒ Written ☐ Sight

505 KAR 2:130 INTAKE

92. The agency or individual seeking to place a juvenile in the facility shall present one of the following at the time of admission or the juvenile shall not be accepted for admission:

1. a bench warrant which includes the reason for the issuance of the warrant;
2. a commissioner's warrant; or
3. a court order.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed SOP 12.2

93. If the reason for the ordered detention is contempt of court or an alleged or found violation of probation or parole, the documentation shall indicate the underlying charge that resulted in the contempt or the probation or parole violation.

Substantial Compliance:

☒ Written ☐ Sight

94. Prior to admission, a juvenile shall be screened for injury, chemical and alcohol intoxication and acute illness. If any questions or concerns regarding the physical or mental condition of the juvenile exist and the admitting officer believes that the juvenile needs to be examined and cleared for admission by a physician, admission shall be refused until medical clearance is obtained by the transporting officer.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Reviewed intake screening protocol. SOP 13.8.III.D

505 KAR 2:140 ADMISSION PROCEDURES

95. The facility shall adopt and enforce written policies and procedures which:

Juvenile Detention Inspection

1. Govern the reception and orientation of newly admitted juveniles;
2. Provide that juveniles receive orientation in their own language; completion of orientation shall be documented by a statement that shall be signed and dated by the juvenile; and
3. Require that a written, itemized list is made of all personal property in the possession of a newly admitted juvenile; a copy of this list, which notes all property that will be held until release, shall be given to the juvenile.

Substantial Compliance:

<input checked="" type="checkbox"/>	Written	<input checked="" type="checkbox"/>	Sight
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NOTES: Reviewed SOP 12.2 and inspected storage area for youth's personal possessions.

96. Written procedures for admitting new juveniles shall include, but are not limited to:
1. Verification of legal authority to detain;
 2. Complete search of the juvenile and possessions;
 3. Disposition of clothing and personal possessions;
 4. Medical screening;
 5. Shower and hair care, if necessary;
 6. Issue of clean, laundered clothing, as needed;
 7. Notification of family, custodian or guardian;
 8. Provision of written orientation materials;
 9. Recording of basic personal data and information to be used for mail and visiting lists;
 10. Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting;
 11. Assignment to a housing unit; and
 12. Assignments of a register number.

Substantial Compliance:

<input checked="" type="checkbox"/>	Written	<input checked="" type="checkbox"/>	Sight
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NOTES: Inspected individual client records. Review of SOP 23.1 indicates substantial compliance.

97. Newly admitted juveniles shall be permitted a reasonable number of local or collect long distance telephone calls to an attorney of his choice, and to a family member, as soon as practical, generally within one (1) hour after arrival.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Reviewed sign off sheet in ICR that indicated opportunity to use telephone.

505 KAR 2:150. PROGRAMS

98. The facility shall provide or make available the following minimum services and programs consistent with federal law to adjudicated and pre-adjudicated juveniles:

1. An education program;
2. Visitation with parents, guardians or persons exercising similar custodial control or supervision;
3. Private communication with visitors and staff;
4. Counseling;
5. Continuous supervision of living units;
6. Medical services;
7. Food services;
8. Recreation and exercise;
9. Reading materials, and
10. Assessment for education programs and services shall be initiated for all juveniles as soon as they are admitted to living units.

Substantial Compliance:

☒ Written ☒ Sight

99. Educational opportunities shall be made available to all juveniles within ten (10) days of admission, except if there is substantial evidence to justify otherwise.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Inspected academic section of facility.

100. Formal educational programs shall have a minimum of one (1) teacher for every fifteen (15) students per class period.

Substantial Compliance:

Juvenile Detention Inspection

☒ Written ☒ Sight

101. Educational supervisors and instructors shall be licensed or approved by the state.

Substantial Compliance:

☒ Written ☒ Sight

NOTES: Inspected teacher certificates for facility teaching staff.

102. A recreation and leisure-time plan including at least one (1) hour per day of large muscle activity and one (1) hour of structured leisure-time activity.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: Inspected recreation schedule, outdoor recreation area, and gym. SOP 14.1.

103. The facility shall have a staff member or trained volunteer who coordinates and supervises the recreation program.

Substantial Compliance:

☒ Written ☒ Sight

500 KAR 2:200. PHYSICAL PLANT

104. A juvenile detention facility shall be primarily designed for single cell sleeping areas; multiple occupancy dorms or double occupancy cells shall not exceed twenty (20) percent of the bed capacity of the facility.

Substantial Compliance:

☒ Written ☐ Sight

NOTES: There is double bunking and population is at times over-capacity.

105. If seriously ill, mentally disordered, injured or non-ambulatory juveniles are held in the facility, there shall be at least one (1) single-occupancy cell or room for them that provides for continuing staff observation.

Substantial Compliance:

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Written

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Sight

106. The facility shall have exits that are properly positioned, clear, and distinctly and permanently marked in order to ensure the timely evacuation of juveniles and staff in the event of fire or other emergency. All housing areas, and places of assembly for fifty (50) or more persons, shall have two (2) exits.

Substantial Compliance:

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Written

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Sight

107. The facility shall have living units of no more than twenty-five (25) juveniles.

Substantial Compliance:

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Written

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Sight

108. Space shall be provided for the secure storage of chemical agents, restraining devices and related security equipment, and the equipment shall be located in an area that is readily accessible to authorized persons.

Substantial Compliance:

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Written

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Sight

109. Single sleeping rooms shall have at least seventy (70) square feet of floor space.

Substantial Compliance:

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Written

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Sight

Juvenile Detention Inspection

110. Juveniles shall be provided activities and services outside their rooms at least twelve (12) hours a day.

Substantial Compliance:

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Written

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Sight

111. All sleeping rooms in detention facilities shall have, at a minimum: Access to the following approved penal sanitation facilities;

1. Toilet above floor level which is available for use without staff assistance twenty-four (24) hours a day;
2. Wash basin and drinking water;
3. Hot and cold running water;
4. An approved penal bed above floor level and storage space; and
5. Natural light. Facilities existing and operating on July 1, 1987 shall be exempt from the requirement that each sleeping room have natural light.

Substantial Compliance:

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Written

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Sight

112. There shall be a visiting area that allows for privacy during visits.

Substantial Compliance:

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Written

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Sight

113. The facility shall have a central medical room with medical examination facilities.

Substantial Compliance:

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Written

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Sight

114. There shall be documentation by an independent, qualified source that the interior finishing material in juvenile living areas, exit areas and places of public assembly are in accordance with recognized national fire safety codes SOP 16.1.

Substantial Compliance:

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Written

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Sight

115. If the population of a county operated facility exceeds the rated capacity, the chief district judge, the district judge with jurisdiction for the juvenile matters, the county judge executive and the Department of Juvenile Justice shall be notified by the facility administrator.

Substantial Compliance:

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Written

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Sight

505 KAR 2:160 COMMUNICATION: MAIL, VISITING AND TELEPHONE

116. The facility shall adopt and enforce written policies and procedures which provide that juvenile letters, both incoming and outgoing, shall not be read, unless the letter could be detrimental to the juvenile's well being or there is evidence of criminal conduct relating to the letters. If correspondence is read, the youth shall be informed in advance and shall be present when the letter is opened, and the action shall be documented;

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 11.2.E

117. Provide for juvenile access to the telephone to make and receive personal calls, within the limits of the orderly operation of the facility;

Substantial Compliance:

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Written

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Sight

NOTES: Reviewed SOP 11.2.F and individual client records.

KENTUCKY AUTOMATIC FINGERPRINT IDENTIFICATION

118. The facility shall adopt and enforce written policies and procedures which require that each new booking shall be fingerprinted in accordance with DJJ Policy and the Kentucky Automatic Fingerprint Identification System.

Substantial Compliance:

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Written

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Sight

119. Require that sufficient staff is trained to insure that all new bookings are fingerprinted and entered into the system according to DJJ policy and procedure.

Substantial Compliance:

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Written

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Sight

120. Require that the Superintendent or designee conduct a daily monitoring of appropriate documentation to insure the equipment is operating properly and fingerprinting is being conducted in accordance with DJJ Policy and the Kentucky Automatic Fingerprint Identification System.

Substantial Compliance:

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Written

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Sight

NOTES: Fingerprint unit is maintained as needed.

POPULATION: 57

MALE: 53

FEMALE: 4